



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER - 75

OPEN TO: All Interested Candidates

POSITION: **Library Clerk, FSN 4; FP – AA**

OPENING DATE: October 7, 2004

CLOSING DATE: October 21, 2004 (before 4:30 p.m.)

WORK HOURS: Full-time; 40 hours/week

NOTE: ALL APPLICANTS MUST BE RESIDING IN BANGLADESH AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangladesh is seeking applications for the position of Library Clerk for its Library of Congress (LOC) Office.

BASIC FUNCTION: The incumbent performs duties of sorting and checking materials, processing incoming mail and packages received in the Office under the direct supervision of LOC representative.



MAJOR DUTIES AND RESPONSIBILITIES:

- ✚ Collates newspapers and official gazettes according to the stringent rules of the Library. Performs a page-by-page collation of each issue to be filmed. With careful attention to detail, reviews every page of every issue to be certain that each issue is complete and legible; immediately claims replacements for issues that do not meet standards.
- ✚ Receives approval copies and added copies of monographs, sound recordings, and serials and newspapers. Deals with all routine problems reporting complex and precedent-setting problems to the Head. Responsible for the accurate and timely processing of all serials, newspapers and gazettes.
- ✚ Assists the Head in scrutinizing, authenticating and verifying invoices of serials and newspapers accompanying incoming shipments, to identify discrepancies in pricing, issues supplied, number of copies supplied, etc. Prepares materials for shipment to New Delhi. Sorts materials into separate packets, classifying them appropriately.
- ✚ Prepares selected serial publications for shipment to LC (Washington), and newspapers to South Asia Cooperative Acquisitions Program (SACAP) participants in the United States; visits GPO for mailing and various offices for delivering and collecting exchange materials. Maintains detailed shipping records for LC and each SACAP participant for the annual cost recovery process.

QUALIFICATIONS REQUIRED:

1. **Education:** Completion of Secondary School Certificate (SSC). Some college level study is desirable.
2. **Language Proficiency:** Good working knowledge of spoken and written English and fluent in Bangla.
3. **Prior Work Experience:** One-year experience in a library or book-related environment.
4. **Knowledge:** Knowledge of LC acquisition, LC collation rules and guidelines, shipping procedure.



5. Skills and Abilities:

- + Demonstrated ability to work independently, sometimes without supervision for short periods of time.
- + Must have proven interpersonal skills to work with vendors and other suppliers of publications.
- + Demonstrated ability to work with speed and accuracy, paying careful attention to detail.
- + Ability to lift moderately heavy weights.
- + Ability to type 30 words per minute.
- + Good computer skills including knowledge of applications such as MS Word, MS Excel.

SELECTION PROCESS:

In order to be considered for this vacancy, candidates must provide evidence in their application that they meet the required qualifications listed above. When equally qualified, Eligible Family Members and applicants with Veterans preference will be given preference.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. EFMs holding a U.S. Temporary Appointment/FMA appointment are ineligible to apply within the first 90 calendar days of that appointment.

TO APPLY:

Interested candidates are requested to submit the following:

1. **Bangladeshi candidates will submit the "Application for Employment as a Foreign Service National" form either By Hand with No Envelope or FAX at 9887825. Blank application forms are available at Gate-1 (Reception booth) and in the Human Resources Office, Ext. 2521. A copy is also attached hereto for your convenience.**



Application
Form.doc

2. Interested EFM, MOH, and local resident Americans are requested to submit a letter of application stating their interest along with updated OF-612 (Application for Federal Employment). A copy is also attached hereto for your convenience.



OF-612.doc

ONLY complete and up-to-date applications with an original photograph of the applicant will be accepted. Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at anytime.

NOTE: CV's will not be accepted in lieu of the Application Form.

SUBMIT APPLICATION TO:

Human Resources Office

Attention: HRO

**Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka - 1212**

POINT OF CONTACT:

Human Resources Assistant

Telephone # 885-5500, Ext: 2521

Fax # 9887825



DEFINITIONS:

1. EFM: US Citizen spouse or US citizen child who is at least age 18, and who, in either case, is on the travel orders of A U.S. citizen foreign or civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission Authority.

2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners, parents, other relatives, or adult children who fall outside the department's current legal and statutory definition of EFM.

NOTE: "Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency."

AN EQUAL OPPORTUNITY EMPLOYER

Cleared by:

HRO: LOC: MGT/C